



COURT MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. The Court Manager serves as the Chief Operating Officer of the Court and is responsible for all court staff functions, including the hire and termination of court staff members. Also, to plan, direct and supervise non-judicial functions and operations within the Tempe Municipal Court to include court services, fines administration, case flow and records management, procurement, facilities, contractual services and budget administration; to plan, direct and supervise the activities of non-judicial court staff in compliance with Arizona Supreme Court Administrative Order 93-30-Revised Administrative Rule VII-A, Section L; and to provide highly responsible and complex administrative support to the Presiding City Judge.

Supervision Received and Exercised:

Receives general direction from the Presiding City Judge.

Exercises direct supervision over non-judicial supervisory, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan, direct and supervise all non-judicial operations, activities and procedures within the Tempe Municipal Court including court services, fines administration, case flow and records management and budget administration functions; coordinate the activities of the Court with other departments; serve as Clerk of the Court.
- Develop, implement and oversee a Department work plan; organize, prioritize and assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; make recommendations and modifications as required.
- Plan, organize and supervise the activities of all non-judicial professional, technical and clerical staff; select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to provide performance feedback and correct

Effective January 1994

Reviewed March 1996

Revised November 2001 (Title change, duty review, range change)

Revised July 2002 Range Changed

Revised August 2003 Range Change

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Court Administrator (continued)

deficiencies; implement discipline and termination procedures for non-judicial personnel.

- Develop, implement, review and refine policies, procedures and systems to support and improve the operational efficiency and effectiveness of the Court; develop long-range plans and programs; identify problems, devise and implement solutions; establish docketing, calendaring and case management policies and procedures in accordance with the guidelines established by the Presiding City Judge.
- Develop, prepare and administer contracts, grants and intergovernmental agreements; establish and monitor related programs, activities, and services including diversion programs, traffic school and related contractual services; maintain records and reports regarding Court activities and operations.
- Participate in the development and administration of the City Court's budget; direct the forecast of funds needed for staffing, equipment, materials, services and supplies; monitor and approve expenditures; implement mid-year adjustments as required.
- Compile and evaluate statistical data related to the efficiency and effectiveness of Court operations, and make appropriate written and verbal recommendations as needed; maintain compliance with requirements governing statistical reporting, jury management, accounting and records management policies and procedures established by the Supreme Court and the Presiding Judge of Maricopa County.
- Establish, maintain and improve automation and communications systems as directed by the Presiding City Judge and with the concurrence of the Presiding Judge of Maricopa County.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints; meet with the media to provide information and respond to inquiries as required.
- Represent the Court with outside agencies such as State Bar, boards and committees, and at interdepartmental meetings and committees as required.
- Recommend, establish and monitor bond schedules in coordination with the justices of the peace and magistrate courts within the County.
- Serves as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

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Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of highly responsible experience in the administration and management of a Municipal Court system, including a minimum of two years at the management level.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, court management, public administration, business administration or a related field. A Masters degree is highly desirable.

This position is unclassified and pursuant to the City Court can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 0620

Salary Range: 155

FLSA: Exempt